

RFQ NOTIFICATION SHEET
Office of Contracts and Rate Setting

State of Michigan
Department of Human Services

Notice of a request for quotations or a request for proposals is hereby given Pursuant to Act No. 124 of the Public Acts of 1999.

Amount:	ITB Number
\$85,000.00 per year \$225,000.00 per 3 year term of agreement	DHS-SFSC-07-73001

Bid Description:

Parent Education/Group-Home Based provides a parenting education curriculum to referred clients based on the Bavolek parent nurturing model. Services are provided on a group basis and in the home of the customer. The intent of the service is to provide supportive services to a high-risk population and to prevent the out-of-home placement of children and/or to facilitate the early return home of children who are currently involved in an out-of-home placement.

Due Date For Response:

July 31,2006 @ 3:00 PM

Contact Person Name:

Richard Latinen

Phone #:

(989-) 758-1961

E-Mail Address:

latinenr@michigan.gov

REQUEST FOR QUOTE
Michigan Department of Human Services

Contract/RFQ Number: **DHS-SFSC-07-73001**

Bid Submission Due Date & Time: **3:00 PM July 31, 2006**

Geographic Area to be Served: **Saginaw County**

Service Titles: **Parent Education Group & Home Based Services**

Anticipated Contract Begin and End Dates: **10-01-06 to 09-30-09**

Method of Reimbursement: **X** Actual Cost Unit Rate

Maximum Annual Contact Amount: **\$ 85,000.00** per year

Issuing Office: Department of Human Services **Saginaw**

Contact Person: **Richard Latinen**

Telephone #: **989-758-1961** Fax #: **989-758-1476**

Email Address: **latinenr@michigan.gov**

Pre-proposal Conference: (Date, time, location) **July 18, 2006 9.00 AM**
(Please notify the contact person above if you plan on attending)

The Pre-Proposal conference will be held in the 4th floor conference room of the Jerome T. Hart State Office Building located at 411 E. Genesee, Saginaw, Mi. 48605

Bidder Questions Due Date & Time: **July 17, 2006 via email to latinenr@michigan.gov**

Submit 6 copies of the bid response and two copies of the budget document, in a separate sealed envelope to this address:

Saginaw County Department of Human Services		
DHS Office		
411 E. Genesee, PO Box 5070		
Street Address		
Saginaw	Mi.	48605-5070
City	State	Zip

The bidder must submit all inquiries regarding content via e-mail or surface mail. Bid responses must be submitted in person or via surface mail. Neither fax nor e-mail transmission of bid responses will be considered for award. If DHS believes that clarification of its initial material is necessary, information will be posted to the DHS RFQ web site. Likewise, if DHS determines it is necessary to revise any part of this RFQ, addenda informing will be posted to the DHS RFQ web site.

Bid responses that exceed the maximum annual dollar amount indicated for the RFQ will not be considered for award. The contract amount for subsequent years will be dependent on DHS' availability of funds and service needs. The established price per unit of service will be in effect for the entire period of the contract.

For the first contract period, the annual dollar amount will be prorated for the remainder of the year.

To be considered, bid responses must arrive at the Issuing Office on or before the date specified above. Bidders mailing bid responses should allow normal delivery time to ensure timely receipt of their bid responses.

Awards made as a result of this RFQ will require execution of a contract with DHS. The contract will contain standard non-negotiable General Provisions. A copy of the General Provisions is available upon request.

Rating

All bid responses will be evaluated on the basis of rating criteria identified in the RFQ. Contracts will be awarded using a two-step process linking price and quality. The most recent audit of each bidder may be reviewed by DHS, at its discretion, to determine the bidder's fiscal viability. DHS may eliminate from the rating process any bidders that fail to pass this review. If the bidder has provided contractual services to DHS previously, DHS may consider reviewing monitoring and/or outcome information related to prior contracts.

Authority: P.A. 2080 of 1939. Completion: Mandatory. Penalty: Contract Invalid	Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.
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BIDDER OVERVIEW

This Request for Quote (RFQ) package contains the following elements:

1. Cover Sheet
2. Description of Services for Bid
3. Rating Criteria
4. Request for Quote Policy
5. Bidder Information and Instructions
6. Bidder Response Section
7. Cost Quotation
8. Budget Completion Instructions

Description of Services for Bid

CONTRACTOR RESPONSIBILITIES

A. Geographic Area

The Contractor shall provide services described herein in the following geographic area: Saginaw County.

B. Location of Facilities

The Contractor shall provide services described herein at the following location(s): Facility site TBD and in the homes of clients.

C. Client Eligibility Criteria

The target population is families with children who are at risk of out-of-home placement, maltreatment (abuse or neglect), adoption disruption, or delinquent behavior and includes risk factors such as low income, poor school performance, substance abuse, domestic violence, adoption disruption, etc. Contractors are required to document risk factors.

At Risk Families with Children defined for this Child Welfare fund source:

?? Families with children at risk of child abuse/neglect (maltreatment);

?? Families with children where the safety of the child or other family member is at risk;

?? Families with children experiencing crisis' that put children at imminent risk of removal;

?? Families with children with circumstances, behavior, history, etc. that put children at risk of out-of-home placement;

?? Families with children that are experiencing instability that can lead to out-of-home placement;

?? Families with children in placement where reunification is the goal;

?? Children placed with grandparents or other relative caregivers;

?? Families adopting children from out of the foster care system when adoption is in the best interests of the children (children from foster care are an at-risk population).

?? Children in placement and/or waiting to be placed for adoption are at risk of multiple placements and/or languishing in the system;

?? Factors contributing to placing families with children at-risk include low income, single parent household, family contact with multiple agencies, domestic violence, special needs, substance abuse, delinquency, teen parent, homeless, severely distressed census tract/area, etc.

?? "Family" is broadly defined by federal legislation and includes biological, adoptive, foster, kinship, extended families.

2. Determination of Eligibility

The Contractor shall determine eligibility.

D. Credentials

1. The Contractor shall assure that appropriately credentialed or trained staff shall perform functions under this Agreement. Direct service staff shall have a minimum a Bachelors degree and certification to provide the Bavocek Parent Nurturing model.

Service #1 of 1: PARENT EDUCATION-GROUP & HOME BASED

1. Activities the Contractor shall perform:

The Contractor shall:

- a. Provide direct service staff with a minimum of a bachelors degree and certification in the Bavocek Parent Nurturing Model.
- b. Accept written referrals from any public or private agency in Saginaw County. The referrals shall identify each individual to be provided services, their address, and an identification of the reasons for referral and the goals and objectives of the referral.
- c. Establish contact with the individual by written correspondence and/or telephone within ten (10) calendar days from the date of the written referral to establish a mutually agreeable date to conduct a home visit to the individual's residence. Conduct a home visit to the residence of the individual within fifteen (15) calendar days from the date of the written referral for the purpose of engaging the individual/family in the Parent Education-Group & Home Based service activity.
- d. Conduct an interview with the individual and develop a written Initial Family Assessment. The Initial Family Assessment shall include but is not limited to:
 1. An identification of the individual and family.
 2. Source and reason for referral.
 3. Housing, education, and employment issues.
 4. Assessment of individual/family needs.
 5. Family need for transportation.

6. Family need for child care.
7. Assessment of risk factors.
8. Asset/strengths identification.
9. Problem area/weaknesses identification.
10. Case goals, objectives, and projected outcomes.
11. Projected schedule of home visits.
12. Recommendations.

The written Initial Family Assessment shall be submitted to the referring private or public agency within thirty (30) calendar days of the date of the initial home visit.

- e. Enroll the individual in Parent Education-Group & Home Based sessions within fifteen (15) calendar days of the completion of the Initial Family Assessment. A minimum of two series of the Parent Education-Group sessions will be conducted during the contract period; each group of program participants shall not number less than five (5) nor more than (10). Each Parent Education group session shall meet twice weekly for a minimum time period of ninety (90) minutes per session.
- f. The Adult-Adolescent Parenting Inventory pre-test will be administered to individuals during the first session of the Parent Education-Group & Home Based program to establish a baseline against which a post-test may be compared upon completion of the program to determine the individuals improvement in understanding parenting and child development issues
- g. The curriculum of the Parent Education-Group & Home Based program shall include but is not limited to the following outline of scheduled topics and subjects :

Session 1

- Icebreaker: Hopes and Fears
- Orientation

- Assessing Parenting Strengths
- Family Nurturing Time
- Nurturing Parenting
- Home Practice & Hug

Session 2

- Icebreaker and Home Practice Check In
- Behavior Management: Discipline and Punishment
- Assessment Review
- Family Nurturing Time
- Family Rules
- Home Practice & Hug

Session 3

- Icebreaker and Home Practice Check In
- Parent's Needs and Payoffs
- Family Nurturing Time
- Spoiling Your Children
- Home Practice & Hug

Session 4

- Icebreaker and Home Practice Check In
- Personal Power
- Family Nurturing Time
- Praise for Being and Doing
- Home Practice & Hug

Session 5

- Icebreaker and Home Practice Check In
- Red, White, and Bruises
- Family Nurturing Time
- Hurting Touch
- Home Practice & Hug

Session 6

- Icebreaker and Home Practice Check In
- Baby Proofing
- Family Nurturing Time

- Verbal and Physical Redirection
- Home Practice & Hug

Session 7

- Icebreaker and Home Practice Check In
- Touch and Talk: Discipline, Reward, and Punishment
- Family Nurturing Time
- Punishing Behavior
- Home Practice & Hug

Session 8

- Icebreaker and Home Practice Check In
- Ages and Stages
- Family Nurturing Time
- Skill Strips
- Home Practice & Hug

Session 9

- Icebreaker and Home Practice Check In
- Troublesome Feelings
- Yellow Balloon Visualization
- Family Nurturing Time
- Handling Stress
- Sanctuary Visualization
- Home Practice & Hug

Session 10

- Icebreaker and Home Practice Check In
- Nurturing Routines
- Diapering and Dressing Nurturing Routines
- Family Nurturing Time
- Home Practice & Hug

Session 11

- Icebreaker and Home Practice Check In
- Nutrition and Dinner Time
- Family Nurturing Time
- Establishing a Nurturing Tubby Time Routine

- Home Practice & Hug

Session 12

- Icebreaker and Home Practice Check In
- Establishing a Nurturing Bedtime Routine
- Family Nurturing Time
- Handling My Anger
- Home Practice & Hug

Session 13

- Icebreaker and Home Practice Check In
- Helping Children Manage Their Behavior
- Family Nurturing Time
- Ignoring
- Home Practice & Hug

Session 14

- Icebreaker and Home Practice Check In
- Body Bubble
- Family Nurturing Time
- Our Bodies
- Home Practice & Hug

Session 15

- Icebreaker and Home Practice Check In
- Scary Touch, Love, AIDS
- Family Nurturing Time
- Body Map
- Home Practice & Hug

Session 16

- Icebreaker and Home Practice Check In
- Criticism and Confrontation
- Blue Light Visualization
- Family Nurturing Time
- I Statements, Your Messages
- Body Map
- Home Practice & Hug

Session 17

- Icebreaker and Home Practice Check In
- Problem Solving/Decision Making
- Family Nurturing Time
- Helping Children with Feelings
- Home Practice & Hug

Session 18

- Icebreaker and Home Practice Check In
- Improving Specific Self-Esteem and Self-Concept
- Family Nurturing Time
- Stimulate and Communicate
- Home Practice & Hug

Session 19

- Icebreaker and Home Practice Check In
- Toilet Training
- Family Nurturing Time
- Verbal Management
- Home Practice & Hug

Session 20

- Icebreaker and Home Practice Check In
- Self-Expression
- Family Nurturing Time
- Towel Pull
- People and Possessions
- Home Practice & Hug
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Session 21

- Icebreaker and Home Practice Check In
- Situations and Solutions
- Review of Behavior Management
- Family Nurturing Time
- Positive Self-Talk
- Home Practice & Hug

Session 22

- Icebreaker and Home Practice Check In
- Families and Chemical Use
- Family Nurturing Time
- Emergency Parenting Kit
- Emergency Survival Kit
- Home Practice & Hug

Session 23

- Icebreaker and Home Practice Check In
 - Assessing Parenting Strengths
 - Hopes and Fears
 - Family Nurturing Time
 - Certificate Awards and Group Hugs
- h. Provide transportation to the Parent Education group program sessions if needed by the individual/family in order to participate in the service activity. Child care will be provided to the minor children of program participants during the Parent Education group sessions in order to enable the program participants to fully participate in program activities.
- i. Administer the AAPI Parenting Inventory post-test to individuals upon completion of the Parent Education group sessions for the purpose of measuring the improvement of their knowledge relative to parenting and child development issues.
- j. Conduct monthly home visits at least one hour to each individual's home for the purpose of providing supportive services and to integrate the skills individuals learn in the Parent Education program group sessions into the home environment.
- k. Develop a written Mid-point Progress Report for each individual for the purpose of documenting their progress towards the goals, objectives, and outcomes specified in their Initial Family Assessment. The Mid-point Progress Report shall reflect the individual's participation in Parent Education group sessions number 1-11 and all other related program activities. The Mid-point Progress Reports shall include but are not limited to:
1. Dates and types of contacts with the client, child(ren), and/or others on behalf of the client.
 2. Activities completed in support of the goals and objectives identified in the Initial Family Assessment .

3. An assessment of overall family functioning in the home environment.
4. An assessment of support linkages developed by or for the Individual and/or child(ren); involvement and/or contact with agencies within the community, etc.
5. An assessment of the minor child(ren) relevant to school attendance and satisfactory academic progress, physical health and safety.

The written Mid-point Progress Reports shall be completed and maintained on file in each individual's case record and distributed to the public or private agency source of referral within fifteen (15) calendar days of the ending date of the individual's completion of Parent Education group sessions number 11 of 23.

- I. Develop written Termination Reports for each individual for the purpose of documenting the reasons for case closure as related to the original goals, objectives, and projected outcomes specified in the Initial Family Assessment. The Termination Report shall reflect the individual's participation in Parent Education group sessions 1-23 and all other program related activities. Termination Reports shall include but are not limited to:
 1. A record of Parent Education group session attendance.
 2. Housing, education, and employment issues.
 3. Re-assessment of individual/family needs.
 4. Re-assessment of risk factors.
 5. Asset/strengths identification.
 6. Problem areas/weaknesses identification.
 7. Progress towards case goals, objectives., and projected outcomes.
 8. Comments/observations/recommendations.

The Termination Reports shall be completed and maintained on file and distributed to the referring public or private agency referral source within

fifteen calendar (15) days of the individual's completion of Parent Education group session 23 of 23 or at the time of case closure if the Parent Education group sessions program is not completed by the individual.

- m. Services shall be provided to individuals between the hours of 10:00 A.M. through 6:00 P.M. on a Monday through Friday basis.
- n. Two (2) Parent Education group series activities consisting of twenty three (23) individual class sessions of approximately one and one half hour (ninety minutes) per session shall be conducted during the contract period.

2. Volume of Service:

Clients - The estimated number of eligible clients to be served during the period of this Agreement shall be: 60 families

or

- 3. Unit Definition(s): One unit equals one hour of face-to-face contact in the client's home. (Parent Education-home based).

or

Unit Definition(s): One unit equals one ninety-minute parent education class with a minimum of 5 participants. (Parent Education-classroom based)

or

Unit Definition(s): One unit equals one hour of staff time spent testifying in court.

The estimated number of units of service to be provided per term of Agreement shall be: 1800

REQUEST FOR QUOTE - RATING CRITERIA

This request for quote/proposal will not be reviewed and the bidder will be disqualified from further consideration for award if bid materials are not submitted by the due date.

Request for Quote (RFQ) proposals will be rated by a Rating Committee according to the following criteria:

I. Bidder's Experience/Qualifications

(Maximum points 30)

A. Agency

1. Has bidder ever performed similar services for DHS or another purchaser?

B. Staff

2. Do the position descriptions for direct services staff persons require experience in this or related services?
3. Does the staff who will be providing service have a minimum of a Bachelors degree and certification to provide the Bavocek Parent Nurturing model?
4. Does the administrative staff who will provide administrative oversight have experience in this or a related service?

C. Performance

1. If this or similar services were provided to DHS previously:
 - . Was DHS satisfied with the quality of services provided?
 - . If not, did the bidder submit and implement appropriately corrective action plan?

II. Program Implementation (Work Plan)

(Maximum points 30)

A. Service Delivery

1. Are step-by-step service activities described in detail?

2. Does the bid response adequately describe how the bidder will encourage participation?
3. Does the bidder demonstrate the ability to collaborate and coordinate services with other agencies?

B. Staffing

1. Does the organizational chart describe appropriate lines of supervision and authority to assure efficient delivery of service and contract compliance?
2. Does bid response include adequate descriptions of roles for administrative staff, direct service staff and other supportive personnel?

C. Support Activities

1. Is the facility large enough to meet the demand for services in the geographic service area?
2. Does the bidder identify an adequate plan to assure an appropriate level of client confidentiality?

III. Outcomes

(Maximum points 20)

- A. Were outcomes of services provided to DHS satisfactory?
- B. Was the bidder able to demonstrate ability to establish and achieve outcome goals?
- D. Does the bidder demonstrate an ability to perform follow-up with clients and assess effectiveness of its services?

IV. Fiscal Resource Allocation

(Maximum points 20)

- A. Does bid response demonstrate that the bidder's resources can provide a consistent capacity to sustain an adequate level of service throughout life of the agreement?
- B. Is supervisory and administrative support adequate to support the provision of service activities?

- C. Are the number of direct staffing hours adequate to deliver the level of service, as identified in both the fiscal and Narrative portions of the bid response?
- D. Are the resources (budgeted details such as salaries, occupancy, communication, supplies & equipment, transportation, contracted services, and miscellaneous) reasonable to accomplish the bidder's work plan, and reasonably adequate to provide a consistent level of service throughout the life of the agreement?
- E. Are the resources identified in the narrative portion of the proposal consistent with those in the budget?
- F. Is the quantity of resources appropriate and reasonable for the level of proposed services?
- G. Does the bid response include unallowable costs that will impact the ability of the bidder to implement the work plan?

Price Competition

Competitiveness in pricing will be determined using a formula that will divide the lowest bid price (from that region) by the bidder's price, and then multiply that by the bidder's initial score, determined through the above rating criteria.

REQUEST FOR QUOTE POLICY

General Information

This Request for Quote (RFQ) provides interested bidders with sufficient information to prepare and submit proposals for consideration by the Department of Human Services.

1. Contract Award

Contract award negotiations will be undertaken with those Contractors whose bid responses, as to price and other factors, show them to be qualified, responsible, and capable of performing the work.

The contract entered into will be that contract most advantageous to DHS, price and other factors considered. DHS reserves the right to consider bid responses or modifications thereof received at any time before award is made, if such action is in the best interest of DHS.

If a contract is awarded, the selected bidder will be required to comply with standard, non-negotiable General Provisions, which will be a part of the contract.

2. Rejection of Bid Responses

DHS reserves the right to reject any and all proposals received as a result of this RFQ, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of DHS. This RFQ is made for information or planning purposes only. DHS does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

3. Incurring Costs

The State of Michigan is not liable for any cost incurred by the Contractors prior to issuance of a contract.

4. Inquiries

Questions regarding content of this RFQ must be submitted in writing to the Issuing Office. All questions must be submitted on or before the date specified on the cover sheet.

5. Amendment to the RFQ

In the event it becomes necessary to revise any part of this RFQ, addenda will be posted to this website.

6. Response Date

To be considered, bid response must arrive at the Issuing Office on or before the date and time specified in the cover sheet. Bidders mailing responses should allow normal delivery time to ensure timely receipt of their bid responses.

7. Bid Response

To be considered, bidders must submit a complete response to this RFQ, using the exclusively the format provided in the "Bidder Response to DHS". Bid Responses must be signed by an official authorized to bind the bidder to its provisions. The bid response must remain valid for at least 90 days.

8. Acceptance of Bid Response Content

The contents of the bid response of the successful bidder may become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

9. Economy of Preparation

Bid Responses should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to meet the requirements of the RFQ.

10. Prime Contractor Responsibilities

The selected Contractor will be held accountable for all services offered in the bid response. Further, the State will consider the selected Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

11. News Releases

News releases pertaining to this RFQ on the service, study, or project to which it relates will not be made without prior State approval, and then only in coordination with the Issuing Office.

12. Disclosure of Proposal Contents

Bid Responses are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, No. 442).

13. Independent Price Determination

- a. By submission of a bid response, the bidder certifies:
 - 1) The prices of the bid response have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - 2) Unless otherwise required by law, the price quotation in the bid response has not and will not be knowingly disclosed by the bidder to any potential bidder;
 - 3) No attempt has been made or will be made by the bidder to induce any other person or agency to submit or not to submit a bid response for the purpose of restricting competition;
 - 4) The price quoted is not higher than that given to the general public for the same service.
- b. Each person signing the bid response certifies that:
 - 1) She/he is the person in the bidder's organization responsible within that organization for the decision as to prices being offered in the bid response, and that she/he has not participated, and will not participate in any action contrary to a. 1 through 4 above; or
 - 2) She/he is not the person in the bidder's organization responsible within that organization for the decision as to the prices being offered in the bid response, but that she/he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to a. 1, through 4 above, and as their agent does hereby so certify; and that she/he has not participated, and will not participate in any action contrary to a. 1 through 4 above.
- c. A bid response will not be considered for award if the bidder is found to be noncompliant with any part of section 13 unless the bidder furnishes with the bid response a signed statement which sets forth in detail the circumstance of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

BIDDER INFORMATION

1. To receive reimbursement from the State of Michigan, a Contractor must be registered as a vendor on the Michigan Accounting and Information Network (MAIN)

To register on MAIN:

- Click on <http://www.cpexpress.state.mi.us/>
 - Follow directions.
2. **Proof of public liability insurance** must be provided to DHS prior to the time the contract is executed (issued).
 3. If portions of the services are being subcontracted, the bidder must identify the services the subcontractor will perform and provide all information requested, (including a budget) as it applies to both the bidder and the subcontractor(s).

A contractor is responsible for the performance of any subcontractors who are held to the same standard of quality and performance as the contractor. Raters of bid responses will consider the qualifications of both the contractor and subcontractor when making contract award recommendations.

4. In completing the bidder response, please note the following:
 - The bid response should be paginated, except for attachments
 - Font size should be 12 or larger
 - Observe restrictions on number of pages. Restrictions do not include resumes, position descriptions, organizational charts or other attachments.

BIDDER RESPONSE SECTION

1. Bidder Name: _____

2. Bidder Mailing Address: _____

Bidder E-mail Address: _____

Bidder Fax Number: _____

3. Bidder Mail Code: _____ (Identified when registering on **MAIN**. See previous page)

4. Type of Organization: (Check one). Individuals are private proprietary.

_____ private, non-profit _____ private, proprietary _____ public _____ university

5. Bidder's fiscal year begin date: _____ (day and month)

6. Bidder's representative who is the authorized negotiator for the bidder.

(Name)

(Telephone Number)

7. Statement of Intent

The bidder hereby assures that the Request for Quote has been reviewed by the organization's governing body and that body has authorized submission of a bid response; that the person identified above as "bidder's representative who is the authorized negotiator" has been authorized by the governing body to represent the organization for the purposes of the submission of a bid response and contract negotiation; and that the organization intends to provide services according to the information contained in this Request for Quote, if selected and funded to do so.

Signature of Organization
President or Director

(Date)

Typed Name of Organization
President or Director

(Date)

A. Bidder Experience/Qualifications

Provide the following information:

AGENCY

1. Has your agency ever performed similar services for DHS or another purchaser?
2. List all contracts with DHS and other agencies that have been in place within the past 3 years.
3. Prepare a narrative description of prior experience providing this or a similar service. Include the following information:
 - Brief description of service provided;
 - Recipient of service;
 - Dates of service provision;
 - Describe the similarity between related services the bidder has provided and the services being bid;
 - Name and telephone number of a contact person for each individual or agency for whom similar services were provided.

STAFF

1. Using Staffing Allocation and Qualifications, CM-011, (attachment A) provide the requested information for each service for which a bid response is submitted:
 - Provide position descriptions for all positions included in the price quotation. Identify the positions current staff will fill if the contract is awarded to the bidder. Identify specific experience current staff has as it pertains to the services to be provided. Include resumes for all current staff who will provide services if the contract is awarded to the bidder.
 - For each position, list the number of hours and the number of weeks to be committed to the services being bid.
2. Provide an organizational chart that shows the structure that will be used to provide services if the contract is awarded. This should show who in your organization will be responsible for reporting to the DHS' Contract Administrator (CA). Please make sure position titles on the organizational chart match title designations referenced elsewhere in the bid response.
3. Attach position descriptions for each direct service staff involved in the delivery of services.

4. Does the staff who will be providing service have a minimum of a Bachelors degree and certification to provide the Bavokek Parent Nurturing model?
5. Describe the relevancy of administrative staff's experiences in providing oversight for the delivery of the service activity.

PERFORMANCE

1. Describe at a minimum and document if possible the satisfaction level of other agencies for whom you have provided a similar service.
2. Specify if a corrective action plan was developed and implemented to address any perceived weaknesses of the service.

B. Work Plan (Program Implementation)

In narrative form, please describe how the bidder would implement the program described by DHS. Include the following information and identify each section by number and heading indicated below.

1. Prepare a step-by-step description of the way in which service would be provided to a client.
2. Describe how your agency will engage clients and encourage client participation.
3. Describe how your agency coordinates and collaborates with other agencies within the community.

Staff Allocation

1. Submit an agency organizational chart depicting the lines of management and supervision which designates the lines of authority to effectively deliver services to clients and maintain contract compliance
2. Describe the roles of management, direct service staff, and supportive staff and how they relate to the effective delivery to clients.
3. If the contract is awarded, indicate how long it will be before your agency will be able to provide service (be specific, i.e., 30 days, 45 days, etc.) Confirm ability to provide service on the identified start date of the contract.

SUPPORT ACTIVITIES

1. Describe your facilities and is the facility large enough to meet the demand for services in the geographic service area?
2. Describe your plan to assure an appropriate level of client confidentiality.

C. Outcomes

1. Specify the number of clients expected to achieve the desired outcomes.
2. Identify anticipated outcomes for the services to be provided.
3. Describe your plan to follow-up with clients in order to assess the effectiveness of the service.

E. Budget Completion

Complete the following Price Quotation sheet and a Budget Statement (CM-468) and Budget Detail Sheets (CM-468A) (http://www.michigan.gov/documents/CM-468ex_15681_7.xlt) in accordance with instructions. The bidder should complete the Budget forms only for the first 12 months if the bid response is for a multi-year period.

The bidder should submit price quotation and budget in an envelope separate from the rest of the bid response.

- If the initial period of the contract is for less than 12 months, a prorated contract amount will be calculated accordingly.
- The price established and approved by DHS will be in effect for the entire period of the contract and cannot be changed during that time.

F. Budget Narrative

Use the attached Resource Grid (CM-0043), (attachment B) to provide a narrative description of all resources the bidder requires to meet the requirements of the contract. Please be as brief as possible, while including all pertinent information.

1. Itemize (without indicating actual dollar amounts) the types of employees benefits offered, the square footage of each facility, supplies, travel mileage and other resources included in your budget. Be as specific as possible and quantify all resources whenever possible.
2. If resources will be provided through another source, identify the source and type of funds to be used. All match and in-kind funding should be identified and explained.

This information will be used to determine whether or not the resources included in the price quotation are adequate to provide the services DHS wishes to purchase as stated in the RFQ. The budget narrative will be compared to the price and budget documentation for each bid response submitted by an individual specifically assigned to conduct a fiscal review.

NOTE: Do not include figures that would indicate the dollar amount of bid response or unit cost in this section. Dollar amounts should be stated in the sealed price/budget portion of your response.

BIDDER NAME:

PRICE QUOTATION

Use this form to state the price offered to DHS for the service to be provided. The price quoted is to be per unit of service as defined in the service description in the RFQ and extrapolated from the budget information provided. Please identify the service being bid, using the title as shown in the RFQ.

Service #1:

Unit Definition:

a. Price per unit of service: \$_____/unit

Service #2 (if applicable):

Unit Definition:

a. Price per unit of service: \$_____/unit

Service #3 (if applicable):

Unit Definition:

a. Price per unit of service: \$_____/unit

Service #4 (if applicable):

Unit Definition:

a. Price per unit of service: \$_____/unit

Bidder: Submit this form in a separate envelope with the budget.

BIDDER RESPONSE: STAFFING ALLOCATION AND QUALIFICATIONS

Michigan Department of Human Services

Bidder Name *	
County	Type of Service

CATEGORY	POSITIONS	RATE/ HOUR	HOURS/ WEEK	# OF WEEKS	QUALIFICATIONS
**MANAGERIAL/ SUPERVISORY					
DIRECT SERVICE					
SUPPORT STAFF					

* Please provide information on staffing only for services to be provided for the request for quote/contract.

**Managerial/supervisory refers to administrative positions. If a position is both administrative and direct service, prorate the position into the correct categories.

Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

RESOURCE GRID

MICHIGAN DEPARTMENT OF HUMAN SERVICES

* Do not include dollar amounts.

** List any match resources your agency will be providing and the fund source of that match.

Resource	Description
Employee Fringe Benefits (FTEs by position)	
Occupancy (square feet and number of Facilities)	
Communications (fax, telephone, number of lines and phones)	
Supplies (general, program, duplicating)	
Equipment	
Local Transportation (number of miles for client transportation)	
Contractual Services	
Specific Assistance to Individuals	
Miscellaneous	

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